

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/22/2022		2. CONTRACT NO. (If any) 68HERC21D0006		6. SHIP TO: a. NAME OF CONSIGNEE CAD	
3. ORDER NO. 68HERC22F0332		4. REQUISITION/REFERENCE NO. PR-OW-22-00557			
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: JOEL DEMASI				f. SHIP VIA	
a. NAME OF CONTRACTOR Cadmus Group LLC, The				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 100 5TH AVENUE SUITE 100				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY WALTHAM		e. STATE MA	f. ZIP CODE 024518727	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Standards & Risk Management Div.	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/31/2023	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	UEI: WSEZME8NNBA8 TOCOR: Robyn Delahanty Max Expire Date: 03/31/2023 Invoice Approver: Robyn Delehanty Alt Invoice App: Kit Farber  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$99,247.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$99,247.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

06/22/2022

23. NAME (Typed)

Keith Pfeffer

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/22/2022	CONTRACT NO. 68HERC21D0006	ORDER NO. 68HERC22F0332
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Accounting Info: 22-23-B-23B10L1-000BD4-2505-2223B1E002-001 BFY: 22 EFY: 23 Fund: B Budget Org: 23B10L1 Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 2223B1E002-001 Period of Performance: 07/01/2022 to 03/31/2023  Support for Clean Water Act Water Pollution Control (Section 106) Program Product/Service Code: R499				99,247.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$99,247.00

**PERFORMANCE WORK STATEMENT**  
**Contract 68HERC21D0006**  
**Task Order # 68HERC22F0332**

**TITLE:** Support for Clean Water Act Water Pollution Control (Section 106) Program

**PERIOD OF PERFORMANCE:** Date of Task Order Award through March 31, 2023

**EPA CONTACTS**

**Task Order Contracting Officer's Representative (TOCOR):**

Name: Robyn Delehanty  
Office: OW/OWM  
Program Information and Resource Management Staff  
Address: US EPA, 1200 Pennsylvania Ave, NW (4201M)  
Washington, DC 20460  
Location: 7118G  
Telephone #: 202-564-3880  
Email: delehanty.robyn@epa.gov

**Alternate Task Order Contracting Officer's Representative and Technical Expert (ALT-TOCOR):**

Name: Kit Farber  
Office: OW/OWM  
Program Information and Resource Management Staff  
Address: US EPA, 1200 Pennsylvania Ave, NW (4201M)  
Washington, DC 20460  
Location: 7118B  
Telephone #: 202-564-0601  
Email: farber.kit@epa.gov

**I. BACKGROUND AND PURPOSE**

The Office of Water has responsibility for establishing national program policy and a regulatory framework to ensure safe and clean water. This task order supports the Environmental Protection Agency's (EPA) Strategic Goal 5: Ensure Clean and Safe Water for all Communities.

The Office of Wastewater Management (OWM) provides oversight, assistance, and financial support to state, interstate, and tribal partners for implementation of their water pollution control programs. The Water Pollution Control Grant Program (CWA Section 106) funding assists states, interstates, and tribes in the prevention and abatement of surface and ground water pollution from both point and nonpoint sources to protect public health, including drinking water resources. The program supports a broad spectrum of water quality program activities including: a) source water protection, b) ground water protection c) water quality planning, d) ambient

water quality monitoring and assessments, e) water quality standards, f) total maximum daily loads (TMDLs), g) permitting, and h) compliance and enforcement.

The purpose of this Task Order is to continue technical support in administration and management of EPA's National Water Program. Under this Task Order, the contractor will continue to provide support to the CWA Section 106 Program for program implementation of the Regional, state, interstate, and tribal water quality programs, including ground water protection. Technical support provided under this task order includes:

- (1) maintaining the water pollution control grant program allocation formula and model and generating state, interstate, and regional tribal allocations, and
- (2) supporting finalization of the CWA Section 106 Tribal Guidance.

The providing of technical support and deliverables in the administration and management of EPA's National Water Program has been produced under Cadmus contract EP-C-15-022, WA # 6-01. Any analysis, technical support, or deliverables provided under this contract shall not be duplicative of previously performed tasks.

## **I. TASKS**

The tasks below provide the Contractor with a description of the expected deliverables and time frames. For schedule of deliverables see Section IV.

### **Task 1. Monthly Progress Reports**

Reports of Work, the Contractor shall provide electronic copies of the monthly progress and financial reports to the Contracting Officer, EPA Contract Level Contracting Officer Representative (CLCOR - previously titled Project Officer (PO)) and Task Order Contracting Officer Representative (TOCOR). Each progress report shall describe the work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties, lessons learned, Quality Assurance (QA)/Quality Control (QC) activities, and next steps.

The Contractor shall immediately notify the EPA TOCOR by telephone of any problems that may impede performance, impact QA-related activities, and any corrective actions needed to solve the problems. The Contractor shall also include this in the Monthly Technical and Cost Progress Reports.

**Deliverables:** The Contractor shall provide monthly progress and financial reports and biweekly calls with the EPA TOCOR.

### **Task 2. Quality Assurance/Quality Control**

Quality Assurance is an important component of EPA's work to assure that environmental information is appropriate for its intended use. This Task Order (TO) does not require the Contractor to collect or obtain field samples. Tasks 3 and 4 will require the Contractor to use secondary data. Under a previous Cadmus contract work assignment (EP-C-15-022 WA 0-01) a supplemental QAPP was developed. Therefore, consistent with the Agency's quality assurance (QA) requirements, the Contractor shall review the existing supplemental quality assurance project plan (QAPP) – to be provided by the TOCOR - to determine if it is consistent with the

QAPP for this contract and revise as needed to assure the sound quality of the secondary data used for these tasks. In addition, throughout the course of this call order, if it is determined the plan requires revision, the Contractor shall provide necessary changes to the TO COR.

**Deliverables:** Revise the supplemental QAPP (SQAPP) for use of secondary environmental data management within three weeks of award. If the existing SQAPP is deemed unusable, a new SQAPP for use of secondary environmental data management will be delivered within two weeks of notifying the TOCOR.

### **Task 3 - Technical Support for the Water Pollution Control Grant Program Allocation Model**

The Contractor shall support EPA in updating and maintaining the state and tribal water pollution control grant allocation formulas and model. The state formula is found in 40 Code of Federal Regulations Part 35 and is further impacted by the issuance of annual appropriations and national guidance. The EPA requires technical support in updating and maintaining the models and generating targets and alternative funding for state, interstates and EPA Regional allocations for tribal programs for FY 2023 - 2025.

#### *3.a. – Technical Support for Allocation Options*

The Contractor shall provide EPA with technical support to develop and implement options for allocating increased or decreased funding for the water pollution control grant program under EPA's FY 2023 through FY 2025 proposed and final budgets. For planning purposes, it is anticipated that the Contractor shall develop and implement up to (6) formula runs for allocating funding in this period of performance with an option to run two (2) additional formula runs.

**Deliverables:** The Contractor shall deliver up to six (6) allocation formula runs. Prior to each formula run, the Contractor will send the TOCOR an updated version of the Section 106 Model Template developed under Cadmus contract EP-C-15-022. Allocation runs will be based on the information provided by the TOCOR in the Section 106 Model Template.

#### *3.b. – Update the Data in the Tribal Allocation Model*

Section 106 funds are allocated to the Regions for award to eligible tribes. Regional base funding is allocated based on the number of tribes with "treatment in a manner similar to a state" (TAS) in the region, with the remaining funds allocated using a variable formula consisting of the tribal land, water resources and population in each region. The tribal land, water and population data is taken from the US Census. The Contractor shall notify the TOCOR when the FY2020 Census data for tribes becomes publicly available and shall update the data in the Tribal allocation model and conduct necessary QA/QC.

**Deliverables:** The Contractor will review the U.S. Census website monthly to determine if the Tribal data has been released to the public. Once available, the Contractor will update the data in the tribal portion of the allocation model, including the necessary QA/QC. The Contractor will provide the TOCOR with a summary table comparing new data with the old data in the model. The table will include information on the monetary impacts to the regions resulting from the updated Census numbers.

#### **Task 4 - Support Revisions to the Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the Clean Water Act (Section 106 Tribal Guidance)**

OWM has responsibility for managing the tribal program under the Section 106 grant program. This tribal program provides support for TAS approved tribes to implement water quality management programs including grant and technical guidance.

The Section 106 Tribal Guidance was released in 2006 for fiscal years 2007 and beyond. Supplemental Guidance on developing monitoring strategies, maintaining electronic data and assessment reports was released in 2008. Guidance revision began in March of 2020 under Cadmus contract EP-C-15-022, WA 5-01. The Section 106 Tribal Guidance is undergoing final EPA and Tribal review and comment. The Contractor will support the TOCOR and the Revision workgroup in finalizing the guidance through a) continue to participate in weekly Core Team conference calls, b) support and participate in workgroup conference calls, as needed, c) develop or update graphics, figures and appendices to address any EPA or Tribal comments, d) ensure consistent grammar and tone across the guidance, e) manage stakeholder comments and assist in tracking responses, f) format the guidance document, g) provide files necessary to print the document, h) deliver a 508 compliant version for the website, i) format supplemental guidance, and j) develop communication materials on the revisions, including developing and supporting 1-3 webinars for EPA HQ, Regions, and tribal partners.

**Deliverables:** The Contractor will participate in weekly conference calls with the Core Revision Team. The Contractor shall finalize the Section 106 Tribal Guidance as outlined in a-j above.

### **III. GENERAL REQUIREMENTS OF THE TASK ORDER**

Work conducted under this Task Order shall not duplicate work conducted under any other Task Order or Work Assignment under any other contract.

Confidential Business Information (CBI): For this Task Order, the Contractor shall not be accessing any Confidential Business Information (CBI).

Identification as Contracting Staff: To avoid the perception that Contractor personnel are EPA employees, the Contractor personnel shall be clearly identified as independent Contractors of EPA when participating in events with outside parties and prior to the start of any meeting. The Contractor personnel are prohibited from acting as the Agency's official representative. When speaking with the public, the Contractor shall refer all interpretations of policy to the TOCOR.

Quick Response: Under this Performance Work Statement (PWS), the Contractor may be required to provide information for use by EPA for quick responses and analyses of options, issues, and policy decisions. Quick responses are those which require completion in one to five working days.

Travel: Travel is not anticipated under this Performance Work Statement (PWS).

Deliverable Formatting: All documents are to be provided in electronic form using Word and/or Excel/Access, ArcGIS, or, in special cases another software program agreed to by the TOCOR. For deliverables that are in Word or pdf versions of Word documents, that are intended to be shared with management or the public, the Contractor shall use decimal align in all tables

containing columns of numbers of varying digits, whether decimal places are reported or not. All final materials will be formatted to be compliant with Section 508 Amendment to the Rehabilitation Act of 1973.

#### IV. SCHEDULE OF DELIVERABLES:

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 1: Monthly Progress Reports</b>		
	Monthly progress reports	Monthly
	Calls with EPA	Bi-weekly, including weekly calls during periods of intense activity
<b>Task 2: Quality Assurance/Quality Control</b>		
	Review and revise SQAPP developed under Cadmus contract EP-C-15-022 WA 0-01	Within 3 weeks of TO award
	Draft new SQAPP	If necessary - Within 2 weeks of notifying TOCOR that new SQAPP is needed.
	Finalize new SQAPP if required	Within 2 weeks of receiving comments from TOCOR
<b>Task 3: Technical Support for the Water Pollution Control Grant Program Allocation Model</b>		
3.a.	Provide up to six (6) Model Runs	Within one week of technical direction to support potential allocation scenarios, the President's Budget and the Appropriation by Congress
	Provide two (2) optional Model Runs	Within one week of technical direction to support potential allocation scenarios, the President's Budget and the Appropriation by Congress
3.b.	Monitor Census website for release of tribal data	Monthly
	Update data in Tribal portion of the allocation formula, including QA/QC	Within 2 weeks of Census data availability
	Develop summary tables of data changes including regional impacts Insert and track workgroup changes in text	Within 3 weeks of finalizing QA/QC
<b>Task 4 – Support Revisions to the Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the Clean Water Act (Section 106 Tribal Guidance)</b>		

a) Participate in Core Team conference calls	Weekly
b) Participate in workgroup conference calls	As needed, TOCOR will notify Contractor when calls will take place
c) Develop or update graphics, figures and appendices to address any comments,	As directed by TOCOR
d) Ensure consistent grammar and tone across the guidance	As directed by TOCOR
e) Manage stakeholder comments and assist in tracking responses,	As directed by TOCOR
f) Format the guidance document,	As directed by TOCOR
g) Provide files necessary to print the document,	30 Days after document is finalized
h) Deliver a 508 compliant version for the website,	30 Days after document is finalized
i) Format supplemental guidance, and	As directed by TOCOR
j) Develop communication materials on the revisions, including developing and supporting 1-3 webinars for EPA HQ, Regions, and tribal partners.	As directed by TOCOR

## **V. PERFORMANCE STANDARDS AND MEASURES**

The following standards will be used to measure performance.

1. Quality of Products: All tasks are to be of superior quality. The quality of outputs will be measured against similar analyses and work already performed by EPA.
2. Schedule: All tasks are to be completed on, or ahead of schedule as measured against the acceptance criteria.
3. Ingenuity and Resourcefulness: New issues are addressed using innovative analyses. Ingenuity and resourcefulness will be measured by the ability to use innovative analyses to address new issues not previously identified.
4. Quality assurance: Adhere to both Contract level QAPP and PQAPP.

## **VI. STATUS NOTIFICATION**

The Contractor shall notify the EPA PO and program office contact when 75% of the funds provided have been expended or when funding for less than 6 weeks work remains. The Contractor shall also notify the TOCOR when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.



## **SECTION B - Supplies or Services/Prices**

### **B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION**

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of \$99,247.00 of the total price is presently available for payment and allotted to this item.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC22F0332**

**Base Period of Performance – 07/01/2022 through 03/31/2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$99,247.00</b>
<b>Initial Funding</b>	<b>\$99,247.00</b>
<b>Balance Unfunded</b>	<b>\$-0-</b>

**SECTION F - Deliveries or Performance**

**F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be from 07/01/2022 through 03/31/2023 inclusive of all required reports.

**SECTION G - Contract Administration Data**

**G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Robyn Delehanty, 202-564-3880, email: delehanty.robyn@epa.gov (TOCOR)

Kit Farber, 202-564-0601, email: farber.kit@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

John Krauss, 513-487-2148, krauss.john@epa.gov (Contract Specialist)



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC22F0332/P00001	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR

Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Note: This modification is issued unilaterally as a result of an e-mail negotiated agreement between the Government and the Contractor dated March 3, 2023.</p> <p>LIST OF CHANGES: Reason for Modification: Other Administrative Action Period Of Performance End Date changed from 31-MAR-23 to 30-JUN-23</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 31-MAR-23 to 30-JUN-23</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 07/01/2022 to 06/30/2023</p>				

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- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
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- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
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<b>Initial Funding</b>	<b>\$99,247.00</b>
<b>Balance Unfunded</b>	<b>\$-0-</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

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**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

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Robyn Delehanty, 202-564-3880, email: delehanty.robyn@epa.gov (TOCOR)

Kit Farber, 202-564-0601, email: farber.kit@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

John Krauss, 513-487-2148, krauss.john@epa.gov (Contract Specialist)

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/09/2022		2. CONTRACT NO. (If any) 68HERC21D0006		6. SHIP TO: a. NAME OF CONSIGNEE CAD	
3. ORDER NO. 68HERC22F0372		4. REQUISITION/REFERENCE NO. PR-OW-22-00614			
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: JOEL DEMASI				f. SHIP VIA	
a. NAME OF CONTRACTOR Cadmus Group LLC, The				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 100 5TH AVENUE SUITE 100				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY WALTHAM		e. STATE MA	f. ZIP CODE 024518727	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Standards & Risk Management Div.	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/14/2023	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	UEI: WSEZME8NNBA8 TOCOR: Sarah Bradbury Max Expire Date: 08/14/2023 Invoice Approver: Sarah Bradbury Alt Invoice App: Mike Finn  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		\$822,000.00	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

08/09/2022

23. NAME (Typed)

Keith Pfeffer

TITLE: CONTRACTING/ORDERING OFFICER

## ORDER FOR SUPPLIES OR SERVICES

PAGE NO

## SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/09/2022

68HERC21D0006

68HERC22F0372

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 12/22/2020 to 12/21/2025</p> <p>Technical Support for the Consumer Confidence Report Rule Revisions (CCR3).</p> <p>This is a Time-and-Materials - Term task order for severable services</p> <p>Accounting Info: 22-23-B-40EC-000B53-2505-2240DWE032-00 1 BFY: 22 EFY: 23 Fund: B Budget Org: 40EC Program (PRC): 000B53 Budget (BOC): 2505 DCN - Line ID: 2240DWE032-001 Funding Flag: Complete Funded: \$500,058.20</p> <p>Task Order Period of Performance: 8/15/2022 - 8/14/2023</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



**PERFORMANCE WORK STATEMENT**  
**68HERC21D0006**  
**Task Order 68HERC22F0372**  
**Period of Performance: Date of Award through 12 Months**

**I. ADMINISTRATIVE:**

**A. Title:** Technical Support for the Consumer Confidence Report Rule Revisions (CCR3).

**B. Task Order Contract Officer  
Representative (TOCOR):**

Sarah Bradbury, US EPA  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave., NW (MC: 4606M)  
Washington, DC 20460  
(202) 564-3116  
[bradbury.sarah@epa.gov](mailto:bradbury.sarah@epa.gov)

**Alternate TOCOR:**

Michael Finn, US EPA  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave., NW (MC: 4606M)  
Washington, DC 20460  
(202) 564-5261  
[Finn.Michael@epa.gov](mailto:Finn.Michael@epa.gov)

**C. Quality Assurance:**

Tasks 1, 2, 3, 4, 5, 6, and 9 of this Task Order will require the use of secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under Tasks 1, 2, 3, 4, 5, 6, and 9. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0 below.

**D. Background:**

The Consumer Confidence Report (CCR) rule is considered the centerpiece of public right-to-know provisions. CCRs are intended to provide valuable information to customers of community water systems and allow them to make personal health-based decisions regarding their drinking water consumption. The original CCR rule was promulgated in 1998 following a mandate in the 1996 amendments to the Safe Drinking Water Act (SDWA). Title II of America's Water Infrastructure Act of 2018 (AWIA) reauthorizes and amends SDWA, including changes to Section 1414(c)(4). Section 2008 of AWIA mandates that the Agency issue revised CCR regulations to improve readability and accuracy of CCRs; require biannual delivery of CCRs for large systems; and allow electronic delivery of CCRs. AWIA also amended SDWA Section 1414(c)(4)(B) to require community water systems include information on their corrosion control efforts and identify any corrective actions for action level exceedances in their CCRs.

**II. OBJECTIVES**

The purpose of this task order is to support EPA's Action Development Process (ADP) for Consumer Confidence Report Rule Revisions (CCR3). Work includes providing logistical support and facilitation for meetings, summarizing focus group study results, and developing the cost assessment model and report. Cadmus shall also conduct a screening analysis to assess whether EPA may certify that no significant impact on substantial number of small entities (SISNOSE) occurs. Cadmus shall analyze changes in burden on primacy agencies and public water systems as a result of the CCR3 and shall help develop the supporting documentation for the Information Collection Request (ICR) submission to the Office of Management and Budget (OMB). Finally, Cadmus shall provide additional technical assistance, including formatting rulemaking documents (e.g., Federal Register Notification preparation),

developing a database to organize public comments, and conducting background research on specified topics.

### **III. TASK DETAIL:**

PWS: 1.10, 2.1.1-2.1.3, 2.3.1-2.3.3, 3.1, 3.2.1, 3.2.2.1-3.2.2.3, 3.2.2.5, 4.1, 4.2, 4.3, 4.8-4.10, 5, 6, 7

The contractor shall perform the following tasks:

#### **Task 0: Develop Supplemental Quality Assurance Project Plan (SQAPP), Work Plan and Monthly Progress Reports**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks. The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to *Attachment 3- Reports of Work*, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this TO. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>.

If any anticipated event under this task order is expected to incur a cost of \$20,000 or more, Cadmus will immediately notify EPA of this expected cost. Expenses for travel, subcontractor work, events, meetings, and any other labor or direct costs that will be funded by EPA<sup>1</sup> would be included in this estimate. Cadmus shall proceed with work associated with this event only after EPA has approved the costs and upon receiving notification of approval from the EPA TOCOR. The EPA organization providing the planning, if different from the organization responsible for this task order, is responsible for the approval.<sup>2</sup>

In addition, the contractor shall prepare a Supplemental Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP) noted in (C.) above and ensure the quality of direct and secondary data used to complete these tasks. Subtask 3.1 will result in the collection of direct data from focus group participants. Tasks 1, 2, 4, 5, 6, and 9 of this Task Order will require the use of secondary data. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of this Task Order. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate quality assurance (QA) section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice, level-of-effort (LOE) and costs broken out by the tasks and subtasks in this Task Order. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>.

**Deliverables:** Supplemental Quality Assurance Project Plan (SQAPP), monthly progress reports, and monthly financial reports.

#### **Task 1: Presentation and Meeting Support**

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<sup>1</sup> Cadmus assumes that "funded by EPA" refers strictly to funding under this task order.

<sup>2</sup> Cadmus will coordinate any external approvals through the EPA TOCOR of this task order.

As requested by the TOCOR, the contractor shall provide support for meetings and webinars.

***Subtask 1.1 CCR3 Webinar Logistical Support***

Under this subtask, the contractor shall provide support for webinars presented by EPA.

Support includes:

- Managing participant registration.
- Assisting attendees in resolving issues with registration and/or login.
- If hosted by Cadmus, managing meeting settings (for example, comments on/off).
- If hosted by Cadmus, managing meeting recording.
- Developing and distributing notification or reminder emails.
- Providing presentation materials to participants.
- Managing participant questions and polling.
- Providing technical assistance during the webinar.
- Managing speakers (i.e. muting/unmuting call participants as needed)
- Compiling or taking notes on attendee input (questions, responses to polls, comments)

***Deliverables:***

- Anticipate up to 2 webinars. Following each webinar, meeting recording, attendee list, and summary of poll question responses, questions, and comments.

***Subtask 1.2: Online Stakeholder Meeting Support for CCR3***

The contractor will provide technical and logistical support for up to three online meetings for small stakeholder groups or organizations, upon direction from the EPA TOCOR. Anticipated tasks include:

- Managing presenters and attendees (i.e. muting/unmuting call participants as needed).
- If hosted by Cadmus, managing meeting settings (for example, comments on/off).
- If hosted by Cadmus, managing meeting recording.
- Communicating with attendees for logistics, including coordinating meeting times.
- Providing technical assistance during the meeting.
- Providing basic facilitation during discussions.
- Note taking of the discussion.
- Developing a meeting summary.

***Deliverables:*** Anticipate up to 3 meetings.

- Meeting attendee record
- Recording of meeting
- Meeting summary and typed meeting notes

***Subtask 1.3 Material Development for Meetings and Presentations***

The contractor shall develop materials and visual aids for presentations, meetings, and outreach. These materials will be used for briefing EPA management and communicating to stakeholders. Anticipated products include presentation materials (anticipated 3-4), diagrams/visual aids as requested by EPA (anticipated to be about 2-4 diagrams), and quick references/factsheets (anticipated up to 5).

***Deliverables:***

- Draft and final presentation (anticipate 3-4 presentations)
- Draft and final versions of diagrams/visual aids (anticipate about 2-4 diagrams)
- Draft and final versions of quick references/factsheets (anticipate up to 5)

## **Task 2: Literature Review and Issue Papers for Rulemaking Deliberations**

The contractor shall develop issue papers and technical analyses as identified through written technical direction by the EPA TOCOR. EPA anticipates that some issues may become high priority during this review process and may require analytical support for internal Agency decision-making processes. The issue papers or analyses will support workgroup deliberations for option selection, proposed and final rules.

Upon direction from the EPA TOCOR, the contractor shall collect relevant data and literature on the topic, conduct a literature review or analyze data/information as appropriate, and summarize information on issues (e.g. best practices on risk communication and electronic delivery methods) in a written report averaging less than 20 pages. In the report, the contractor shall include a list of data and information sources used in the review and shall share copies of the literature reports and data used.

*Deliverables:* For work planning purposes, anticipate up to 4 literature reviews and/or analyses.

- Draft and final reports. Assume three iterations of each draft document: 2 drafts and 1 final draft for each.
- Data and sources used in analyses in spreadsheet or database (as appropriate).

## **Task 3. Focus Group Study and Summary Report**

The contractor shall conduct a focus group study and summarize the findings.

### ***Subtask 3.1 Focus Group Study***

Upon technical direction from the TOCOR, the contractor will conduct the focus group study following the approved methodology developed under Contract EP-C-15-022, Work Assignment (WA) 6-08. The purpose of the study is to evaluate consumer perceptions of CCRs and to support improving readability, clarity, and understandability of the information presented in CCRs; in addition to increasing the accuracy of information presented, and risk communication, in CCRs. The study shall consider evaluating various aspects of CCRs, including (but not limited to) content, language/phrasing, formatting, informational graphics, delivery preferences, and accessibility.

*Deliverables:*

- Copies of materials used in the focus group study.

### ***Subtask 3.2 Focus Group Study Summary Report***

After conclusion of focus group completed in Subtask 3.1, the contractor shall summarize findings and overall lessons learned on how CCR content and formats can be improved to increase readability, clarity, understandability, risk communication and note any delivery preferences identified by participants. The contractor shall use the interview notes to prepare a draft interpretive report (anticipated less than 50 pages) summarizing key findings. The contractor shall base the findings on major themes and illustrate themes with verbatim quotes from the interviews. The report shall include:

1. A one-page or less executive summary that provides background on project objectives, study design, and methodology, and a brief summary of key findings.
2. Sections that focus on the major themes and that provide verbatim quotes to illustrate these themes in participants' own words (anticipated less than 50 pages).

*Deliverables:*

- A focus group executive summary (one-pager), submitted with first draft of the report. Assume three iterations of the document: 2 drafts and 1 final draft.

- A focus group study overall summary report which includes themes and participant quotes along with summarized data from the sessions (anticipated less than 50 pages). Assume three iterations of the document: 2 drafts and 1 final draft.
- Raw or summarized data from the focus group (submitted with final draft of the reports).

#### **Task 4: Analysis of the Economic Impacts of the CCR3**

Following technical direction from the TOCOR, the contractor shall continue work on conducting the economic impact analysis initiated under Contract EP-C-15-022, WA 6-08, and following the approved methodology. This analysis will be used by the rule's work group in its deliberations and will help EPA estimate the proposed rule's potential effects, including the potential burden (in both hours and dollars) on the regulated community and the primacy agencies. The analysis also shall estimate the potential qualitative (and if feasible, quantitative) benefits of the proposed rule. The analysis shall follow EPA's *Guidelines for Preparing Economic Analysis* (May 2014 Update) and shall:

- Provide an assessment of the costs and benefits of the rule, including public health benefit when feasible.
- Individually list and evaluate economic costs and benefits associated with each revised rule requirement.
- Discount future costs and benefits.
- Assess the effect of the rule on small systems (serving <10,000 people) as well as minority populations, low-income groups, or indigenous peoples.

The analysis shall describe the potential economic impacts of the CCR3 on both primacy agencies and community water systems subject to the rule. The analysis shall summarize how costs and benefits are calculated and provide monetary estimates of the costs of the rule and qualitative estimates of the potential benefits. If possible, it shall include quantitative estimates of the benefits (e.g., avoided costs of care or avoided deaths based on the value of a statistical life). The cost and benefit analyses shall be implemented in a spreadsheet, based on the approach described in the approved methodology. Electronic data sets shall be stored on Cadmus servers and shall be backed up following Cadmus's standard procedures.

The analysis shall include an assessment of whether the proposed rule will have an economic impact of \$100 million or more on the economy as a whole and a \$25 million impact on state and local governments. In addition to the overall impact, the analysis shall describe the cost of the proposed rule in terms of damages to public health or the environment, on minority populations, low-income populations, and indigenous peoples.

Cadmus shall hold regularly occurring conference calls to provide the TOCOR with an overview of how the analysis is progressing. This will provide the TOCOR an opportunity to ask questions and provide input. Cadmus shall prepare a draft analysis and submit the spreadsheets to the TOCOR for their review. The TOCOR will provide comments based on their review, and any input they receive from Office of Water management. Upon receipt of written technical direction, Cadmus shall prepare a second, revised spreadsheet to the TOCOR for their review. Upon receipt of written technical direction, Cadmus shall make final revisions of the spreadsheets, incorporating the TOCOR's comments, and shall submit the final draft of the spreadsheets to the TOCOR.

Cadmus shall prepare a written analysis summary report and submit it to the TOCOR after the final spreadsheet is approved.

#### **Deliverables:**

- Spreadsheet cost model. The contractor should assume three iterations of the model: 2 drafts and 1 final draft.

- Written summary report of cost analysis. The contractor should assume three iterations of the summary report: 2 draft and 1 final draft.

#### **Task 5: Conduct Paperwork Reduction Act (PRA) Analysis of Information Collection, Paperwork, and Recordkeeping Burden under the CCR3**

The proposed rule will impose an economic burden on 10 or more persons; therefore, it requires an ICR approval by OMB. Cadmus shall support the Agency's ICR submission by developing the supporting documentation. (As a contractor, Cadmus is not allowed to fill out the ICR itself, but can support EPA's submission.) Cadmus shall follow *the ICR Handbook: EPA's Guide to Writing Information Collection Requests under the Paperwork Reduction Act of 1995* and *the ICR Submission Worksheet (Part A)* which will be provided by the TOCOR. Cadmus shall develop Part A of the ICR supporting documentation, characterizing the burden on water systems and primacy agencies. It will include a description of EPA's regulatory requirements under the revised rule, the sources of data and assumptions used in the analysis, and the corresponding cost and burden estimates of the revised rule on water systems and States. Part B, which describes the sampling plan for statistical samples, is not anticipated to be needed. Cadmus shall prepare and deliver all supporting documentation necessary for the ICR approval process in a format EPA can readily submit to the Office of Management and Budget (OMB) for their approval.

Cadmus shall provide a draft of the supporting documentation for the TOCOR's review. Upon receipt of written technical direction, Cadmus shall provide an updated draft based on the TOCOR's comments. Following receipt of comments on the second draft and technical direction from the TOCOR, Camus will provide a final draft of the ICR supporting documents.

#### **Deliverables:**

- The contractor should assume three iterations of the model: 2 drafts and 1 final draft of the ICR packages for proposed and final rule.

#### **Task 6: Prepare Regulatory Flexibility Act (RFA) Screening Analysis and Report for CCR3**

To meet the requirements of the Regulatory Flexibility Act (RFA), Cadmus shall produce a screening analysis and report based on the economic analysis completed under Task 4. This analysis will be used by EPA to test whether the proposed rule will have a "SISNOSE" (Significant Impact on a Substantial Number of Small Entities), and shall follow the *Final Guidance for EPA Rulewriters: Regulatory Flexibility Act as Amended by the Small Business and Regulatory Enforcement Fairness Act*. The screening analysis shall identify and discuss the anticipated economic impacts of the proposed rule on systems that serve less than 10,000 persons. Based on written technical direction from the TOCOR, the report will describe RFA requirements and its purpose in relation to the rule revision development process. Cadmus also shall work with the TOCOR to identify potential rule revision scenarios, and variations of those revision scenarios, that could be incorporated into the revised rule to minimize its impact on small water systems. To do so, Cadmus shall develop a list of key parameters and variables that can be affected by potential variations in the rule and shall estimate the potential changes in costs and benefits of these variations.

The screening analysis shall include:

- Description of the reasons the Agency is conducting an RFA screening analysis and the requirements of such an analysis.
- Description of small entities to which the proposed rule will apply. To the extent possible, this will include an estimate of the number of small entities affected by the rule.
- Description of the projected reporting, record keeping, and other compliance requirements of the proposed rule.
- A description of variations to the proposed rule that minimize the significant economic effects of the rule on small systems while meeting the rule revision's objectives.

**Deliverables:** The contractor should assume three iterations of the RFA screening analysis: 2 drafts and 1 final draft. (Anticipated around 40 pages, including tables, graphs, references, and appendices.)

#### **Task 7: Additional or Revised Analyses for Rulemaking**

EPA anticipates that additional analyses may be required for EPA to fully respond to OMB comments on the proposed regulation. The contractor will support specific analyses, calculations, and revisions as specified by the TOCOR via written technical direction. These additional analyses or revisions may include, but may not be limited to:

- Analyses that support regulatory development process requirements associated with:
  - Executive Order 13132 Federalism consultation and certification;
  - The RFA and Small Business Regulatory Enforcement Fairness Act (SBREFA); and
  - The Unfunded Mandates Reform Act (UMRA).
- Analyses that support Agency objectives to incorporate Environmental Justice considerations into the rule revision.

The TOCOR will provide the contractor with any new data or information to support updating, revising, and/or undertaking additional analyses in response to comments from OMB or other EPA reviewing officials on the proposed rule. The contractor shall incorporate any new analyses into the final deliverables as directed by the EPA TOCOR.

The contractor will provide a written explanation if certain factors cannot be included and will notify the TOCOR within three (3) business days if the requested information cannot be completed within the time period specified.

**Deliverables:** The contractor should assume three iterations of each document: 2 drafts and 1 final draft.

#### **Task 8: Document Formatting and Editorial Support**

Under this task, the contractor shall assist with formatting documents for Federal Register Notice (FRN) packages, or for other documents associated with the EPA's Action Development Process (ADP). The contractor shall format documents for publishing in the Federal Register, including the proposed rule, following Agency guidance. This task may also include additional documents developed by EPA to be formatted by the contractor. The contractor shall format any documents to be published on the internet to be 508 compliant.

**Deliverables:**

- Documents in PDF format, meeting 508 compliance guidelines (anticipate 25 documents, less than 50 pages on average)
- Documents meeting Federal Register notice guidelines (anticipate up to five documents)
- Agency documents in format agreed on by contractor and EPA TOCOR (anticipate one draft/mock-up and final versions of up to 5 formatted documents, less than 30 pages on average)

#### **Task 9: Public Comment Database and Comment-Response Summary for CCR3 Rule Docket**

The contractor shall develop a summary of public comments and a comment-response summary as identified through written technical direction by the EPA TOCOR. The document shall provide a means to track all comments received during the comment period for the proposed rule organized by sections as specified in the technical direction.

After the TOCOR approves the final outline for the sections, the contractor shall review, as they are received, all public comment letters, e-mail, and attachments received by the OW Docket Center and provide each comment with tracking codes. These codes will identify the comment letter (as numbered by

the OW docket), comment number of the individual comment within each letter, and the comment code (from the outline) that each individual comment falls under (each comment should only be categorized into one comment code).

EPA will draft responses to each comment. The contractor shall merge the data into one file as a draft comment response document that includes all public comments and EPA responses. The contractor shall provide electronic copies of this file to the TOCOR to review. After the EPA TOCOR reviews and has provided written comments on the draft comment-response document, the contractor shall prepare the final comment response document for the OW docket record.

Portions of the above process may be amended to a more streamlined process, such as allowing for summarization and grouping of substantially similar comments if the contractor is issued specific written technical direction by the EPA TOCOR to allow an alternative streamlined approach.

**Deliverables:**

- Draft and final subject category (Comment Code) Outline.
- Draft and final assignment of tracking codes for each letter.
- Two drafts and final Comment Response Document (508 compliant).

**IV. SCHEDULE OF DELIVERABLES:**

TASK No.	DELIVERABLE	DATE DUE TO EPA	Anticipated Quantity
0	Monthly Progress and Financial Reports		
	Supplemental Quality Assurance Project Plan	According to Contract	1
	Monthly financial and progress reports	Monthly	12
1.0	Presentation and Meeting Logistics Support		
1.1	Meeting recording, attendee list, and summary of poll question responses, questions, and comments.	June 30, 2023	2 webinars
1.2	Meeting attendee record, recording, meeting notes and summary	2 weeks after meeting	3 meetings
1.3	Draft presentation	TBD as directed by TOCOR	3-4 presentations
	Final presentation	1 week after receipt of TOCOR comments on the first draft	
	Draft diagrams/visual aids	TBD as directed by TOCOR	2-4 diagrams/visual aids
	Final versions of diagrams/visual aids	1 week after receipt of TOCOR comments on the first draft	
	Draft version of quick reference/factsheets	TBD as directed by TOCOR	5 quick reference/factsheets
	Final version of quick reference/factsheets	1 week after receipt of TOCOR comments on the first draft	
2.0	Literature Review and Issue Papers for Rulemaking Deliberations		



TASK No.	DELIVERABLE	DATE DUE TO EPA	Anticipated Quantity
	First draft of literature review or issue paper	TBD as directed by TOCOR	4 issue papers
	Second draft of literature review or issue paper	1 week after receipt of TOCOR comments on the first draft	
	Final draft of literature review or issue paper and corresponding data/sources (as appropriate)	1 week after receipt of TOCOR comments on the second draft	
3.0	Focus Group Study		
3.1	Copies of materials used in the focus group study	1 week prior to focus group	1 focus group study
3.2	A focus group executive summary	With first draft	
	First draft of focus group summary report	30 days following TD by TOCOR	
	Second draft of focus group summary report	2 weeks receipt of TOCOR comments on the first draft	
	Final draft of focus group summary report	2 weeks after receipt of TOCOR comments on the second draft	
	Raw or summarized data	Submitted with final draft of report	
4.0	Analysis of the Economic Impacts of the CCR3		
	First draft cost analysis spreadsheet	TBD as directed by TOCOR	1 economic analysis
	Second draft cost analysis spreadsheet	3 weeks after receipt of TOCOR comments on the first draft	
	Final cost analysis spreadsheet	1 week after receipt of TOCOR comments on the second draft	
	First draft initial written cost analysis	TBD as directed by TOCOR	
	Second draft cost analysis report	2 weeks after receipt of TOCOR comments on first draft	
	Final draft cost analysis report	1 weeks after receipt of TOCOR comments on the second draft	
5.0	Conduct Paperwork Reduction Act (PRA) Analysis of Information Collection, Paperwork, and Recordkeeping Burden under the CCR3		
	First draft ICR package for Proposed Rule	TBD as directed by TOCOR	1 ICR package
	Second draft ICR package for Proposed Rule	2 weeks after receipt of TOCOR comments on the first draft	
	Final cost ICR package for Proposed Rule	1 week after receipt of TOCOR comments on	

TASK No.	DELIVERABLE	DATE DUE TO EPA	Anticipated Quantity
		the second draft	
6.0	Prepare Regulatory Flexibility Act (RFA) Screening Analysis and Report for CCR3		
	First draft RFA screening analysis report for proposed rule	TBD as directed by TOCOR	1 RFA analysis
	Second draft RFA screening analysis report	2 weeks after receipt of TOCOR comments on the first draft	
	Final draft RFA screening analysis report	1 week after receipt of TOCOR comments on the second draft	
7.0	Additional or Revised Analyses for Rulemaking		
	First draft of additional or revised analysis	TBD as directed by TOCOR	2-3 revised/additional analysis
	Second draft of additional or revised analysis	2 weeks after receipt of TOCOR comments on the first draft	
	Final draft of additional or revised analysis	1 week after receipt of TOCOR comments on the second draft	
8.0	Document Formatting and Editorial Support		
	Documents formatted as PDF and meeting 508 compliance	TBD as directed by TOCOR	25 formatted PDFs
	Documents formatted for Federal Register	TBD as directed by TOCOR	5 formatted Federal Register documents
	First draft formatted documents	TBD as directed by TOCOR	5 formatted documents
	Final draft formatted documents	1 week after receipt of TOCOR comments on the second draft	
9.0	Public Comment Database and Comment-Response Summary for CCR3 Rule Docket		
	First draft comment subject category outline	TBD as directed by TOCOR	1 comment response
	Final draft comment subject category outline	1 week after receipt of TOCOR comments on the first draft	
	First draft tracking code assignments	TBD as directed by TOCOR	
	Final draft tracking code assignments	1 week after receipt of TOCOR comments on the first draft	
	First draft comment response document	TBD as directed by TOCOR	
	Second draft comment response document	2 weeks after receipt of TOCOR comments on the first draft	
	Final draft comment response, 508 compliant	1 week after receipt of TOCOR comments on the second draft	

## **V. MISCELLANEOUS – SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

No travel is anticipated under this Task Order at this time.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or TOCOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA TOCOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

## **SECTION B - Supplies or Services/Prices**

### **B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of \$500,058.20 of the total price is presently available for payment and allotted to this item.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC22F0372**

**Base Period of Performance – 08/15/2022 through 08/14/2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
Total Line 0001 Amount	\$822,000.00
Initial Funding	\$500,058.22
<b>Balance Unfunded</b>	<b>\$321,941.78</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this Task Order period shall be from 08/15/2022 through 08/14/2023, inclusive of all required reports.

**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Sarah Bradbury, 202-566-3116, email: Bradbury.sarah@epa.gov (TOCOR)

Mike Finn, 202-566-5261, email: finn.michael@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

John Krauss, 513-487-2148, krauss.john@epa.gov (Contract Specialist)



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC22F0372/P00001	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alternate COR/Project Officer changed to : Brandon Welbourn</p> <p>Alternate Invoice Approving Official changed to : Brandon Welbourn</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 12/22/2020 to 12/21/2025</p>				

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/25/2022		2. CONTRACT NO. (If any) 68HERC21D0006		6. SHIP TO: a. NAME OF CONSIGNEE CAD	
3. ORDER NO. 68HERC23F0001		4. REQUISITION/REFERENCE NO. PR-R5-22-00711			
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: JOEL DEMASI				f. SHIP VIA	
a. NAME OF CONTRACTOR Cadmus Group LLC, The				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 100 5TH AVENUE SUITE 100				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY WALTHAM		e. STATE MA	f. ZIP CODE 024518727		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Standards & Risk Management Div.	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 04/28/2023	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	UEI: WSEZME8NNBA8 TOCOR: Felicia Gaines Max Expire Date: 04/28/2023 Invoice Approver: Felicia Gaines Alt Invoice App: Tracey Schuck  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$33,074.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$33,074.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF

AMERICA BY (Signature)

10/25/2022

ELECTRONIC  
SIGNATURE

23. NAME (Typed)

Keith Pfeffer

TITLE: CONTRACTING/ORDERING OFFICER



**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 10/25/2022	CONTRACT NO. 68HERC21D0006	ORDER NO. 68HERC23F0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 10/25/2022 to 04/28/2023</p> <p>Support for Workload Analysis of the Michigan Department of Environment, Great Lakes, and Energy Drinking Water and Environmental Health Division Program for EPA Region 5</p> <p>This is a Firm-Fixed-Price Task Order that is fully funded at award in the total amount of \$33,074.00. Product/Service Code: R499</p> <p>Accounting Info: 22-E1-05P3-000B03-2505-2205PSX504-001 BFY: 22 Fund: E1 Budget Org: 05P3 Program (PRC): 000B03 Budget (BOC): 2505 DCN - Line ID: 2205PSX504-001 Funding Flag: Complete Funded: \$33,074.00</p>				33,074.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$33,074.00

**PERFORMANCE WORK STATEMENT -**  
**Contract: 68HERC21D0006**  
**Task Order: 68HERC23F0001**

**TITLE:** Support for Developing a Workload Analysis of the Michigan Department of Environment, Great Lakes, and Energy's Drinking Water and Environmental Health Division Program for EPA Region 5

**PERIOD OF PERFORMANCE:** Task Order Award through 04/28/2023

**Task Order Contracting Officer's Representative (TOCOR):**

Name: Felicia Gaines  
Office: Region 5  
State and Tribal Programs and Support Branch  
Address: US EPA  
77 West Jackson Blvd.  
Chicago, IL 60604  
Telephone #: 312-886-0139  
Email: gaines.felicia@epa.gov

**I. BACKGROUND AND PURPOSE**

EPA Region 5 is responsible for the oversight of the Public Water System Supervision (PWSS) Program that is administered by the Michigan Department of Environment, Great Lakes, and Energy (MI EGLE). As part of the PWSS, EPA must:

1. Review compliance data
2. Oversee operational and research studies
3. Provide technical assistance, and
4. Ensure the performance of sanitary surveys of the State's public water systems.

EPA Region 5 remains concerned that the workload and resource issues that have persisted for many years continue to contribute to MI EGLE's inability to fully implement the regulations for which it has been given primacy under the Safe Drinking Water Act (SDWA).

Specifically, MI EGLE is not fully implementing the timely reporting of monitoring results and issuing violations for many rules. Furthermore, states are put in the difficult situation of taking action on contaminants and issues that have not yet been regulated by the EPA or with little guidance from the EPA on the appropriate actions to protect public health spreading their already dwindling resources even thinner. Without additional resources, states are forced to take efforts away from existing regulatory programs to manage the quasi-regulatory tasks that are being added to their workload.

This purpose of this Task Order is to create a workload analysis that will provide EPA Region 5 with the support that it needs for its oversight responsibility to evaluate MI EGLE's resource situation regarding their implementation of the SDWA program. This will be done as In-Kind services to Michigan and will be identified as such within their Public Water Systems Supervision Fiscal Year 2022 Assistance Agreement.

## II. TASKS

The tasks below provide the contractor with a description of the expected deliverables and time frames.

### Task 1. Monthly Progress Reports

The Contractor shall provide electronic copies of the monthly progress and financial reports to the Contracting Officer, EPA Contract Level COR (CLCOR) and TOCOR. Each progress report shall describe the technical work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties, lessons learned, Quality Assurance (QA)/Quality Control (QC) activities, and next steps.

The Contractor shall immediately notify the EPA TOCOR by telephone of any problems that may impede performance, impact QA-related activities, and any corrective actions needed to solve the problems. The Contractor shall also include this in the Monthly Technical and Cost Progress Reports.

#### Deliverables and schedule under Task 1

Task	Deliverable	Due
1	Progress and financial reports	Every 4 weeks
	Calls with EPA	Bi-weekly, including weekly calls during periods of intense activity

### Task 2. Workload Analysis of the Michigan Department of Environment, Great Lakes, and Energy's Drinking Water Program

The Contractor shall conduct a workload analysis of the MI EGLE PWSS program using the previously developed model (initially developed in 2011 for EPA and the Association of State Drinking Water Administrators (ASWDA) and updated in 2018 for ASDWA. Information regarding this program is being provided as an attachment.

This analysis shall include all aspects for the required primacy program functions listed in **Title 40 CFR Part 142** including federal reporting requirements, found here:  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr142\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr142_main_02.tpl)

This analysis shall also include SDWA-related programs and compare Michigan's status and performance in the areas of:

- Operator training and certification
- Capacity development
- Permitting and plan review
- Planning for new or revised regulations
- Source water assessment and protection programs
- Preparedness and emergency response
- Investigating and responding to contamination of public drinking water systems by emerging contaminants

The analysis shall also:

- Establish a baseline for each core function to gauge state staffing needs vs. current staffing vs. the national averages in staffing needs and levels
- Identify staffing needs broken down by program component to the extent possible, with the factors used for these estimating these needs
- Provide a table that compares and quantifies state staffing commitment for each core function. This comparison should be measured versus data from other states and ranked within the national average using metric or matrices such as data based on:
  - staffing levels of comparable public systems,
  - the hours per function per year, and/or
  - other quantitative measures that can be graphically represented.
- Evaluate current status of IT infrastructure and current IT efforts.

The analysis should also provide a table that quantifies and compares the staffing commitment for each core function within the state of Michigan. This comparison should be measured versus data from other states and ranked within the national average using metric or matrices such as:

- data based on the number of public systems,
- data based on the hours per function per year, and/or
- other observable and reportable measure

Data from the national Safe Drinking Water Information System - Federal (SDWIS/Fed) shall be used where possible, found here:

<https://www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-information-system-sdwis-federal-reporting>

The Contractor shall anticipate 3-4 conference calls with the COR and Region 5/MI EGLE. The purpose of the calls will be to:

- Collect data for use in running the workload analysis model
- Establish a timeframe
- Explain the results.

Deliverables: The contractor shall provide necessary documents summarizing and synthesizing related considerations mentioned above that may include such things as literature reviews, policy summary and synthesis papers as well as reviewing and formatting existing related documents and completing draft(s) and final versions of documents.

Task	Deliverable	Due
2	An Excel file of outputs including projected full-time equivalents (FTEs) and costs.	February 28, 2023 or as directed by TOCOR
2	A comprehensive workload analysis report.	Two weeks after February 28, 2023 or as directed by TOCOR
2	A slide deck explaining the results.	Three weeks after February 28, 2023 or as directed by TOCOR
	A detailed out-briefing (using the slide deck) to EPA Region 5 and key stakeholders on the findings.	March 28, 2023 or as directed by TOCOR

### **General Requirements of the Task Order and Schedule**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the PWS, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

Work conducted under this Task Order shall not duplicate work conducted under any other Task Order or Work Assignment under any other contract. As required, the EPA TOCOR will provide technical direction in accordance with Clause H-20 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level Performance Work Statement (PWS).

Confidential Business Information (CBI): For this Task Order, the contractor shall not be accessing any Confidential Business Information (CBI).

Budget Reporting: The contractor, under this task order, shall be required to report to the TOCOR when 75 percent of the total task order funding amount has been depleted.

Identification as Contracting Staff: To avoid the perception that contractor personnel are EPA employees, the contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and prior to the start of any meeting. The contractor personnel are prohibited from acting as the Agency's official representative.

When speaking with the public, the contractor shall refer all interpretations of policy to the TOCOR.

Limitation of Contractor Activities: The contractor shall submit drafts of all deliverables to the TOCOR for review prior to submission of the final product. These drafts will clearly specify the methods, procedures, considerations, assumptions, relevant citations, data sources and data that support any conclusions and recommendations. The contractor shall incorporate all TOCOR comments into all final deliverables, unless otherwise agreed upon by the TOCOR. The contractor shall adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), Project Officer (PO), and TOCOR.

Quick Response: Under this Performance Work Statement (PWS), the contractor shall be required to provide ad hoc information for use by EPA for quick responses and analyses of options, issues, and policy decisions. Quick responses are those which require completion in one to five working days.

Travel: Travel is not anticipated under this Performance Work Statement (PWS).

Deliverable Formatting: All memos, draft comments, summaries and responses, and chapters are to be provided in electronic form using Word and/or Excel/Access, ArcView, or, in special cases another software program agreed to by the TOCOR. Memos are to be written in a manner which will make them easy to conform into draft chapters for the Final Report. For deliverables that are in Word or .pdf versions, that are intended to be shared with management or the public, the contractor shall use the “decimal align” function in all tables containing columns of numbers of varying digits, whether decimal places are reported or not. All final materials, e.g., memos, chapters, etc. are to be prepared only after receiving written technical direction from the TOCOR and formatted to be compliant with Section 508 Amendment to the Rehabilitation Act of 1973.

### **III. SCHEDULE OF DELIVERABLES**

All deliverables shall be in accordance with the contract-level Clauses, Section F, and the above-listed deliverable due dates.

### **IV. PERFORMANCE STANDARDS AND MEASURES**

The following standards will be used to measure performance.

1. **Quality of Products:** All tasks are to be of superior quality. The quality of outputs will be measured against similar analyses and work already performed by EPA.
2. **Schedule:** All tasks are to be completed on, or ahead of schedule as measured against the acceptance criteria.
3. **Ingenuity and Resourcefulness:** New issues are addressed using innovative analyses. Ingenuity and resourcefulness will be measured by the ability to use innovative analyses to address new issues not previously identified.

4. Quality assurance: Adhere to both Contract level QAPP and PQAPP.

## **V. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge.

Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or TOCOR.

## **VI. STATUS NOTIFICATION**

The contractor shall notify the EPA PO and program office contact when 75% of the funds provided have been expended or when funding for less than 6 weeks work remains. The Contractor shall also notify the TOCOR when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc: to the Project Officer.

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC23F0001**

**Base Period of Performance – Date of Award through April 28, 2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$33,074.00</b>
<b>Initial Funding</b>	\$33,074.00
<b>Balance Unfunded</b>	<b>\$0</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The base period of performance of this Task Order period shall be from Date of Award through April 28, 2023, inclusive of all required reports.

**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

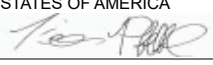
Felicia Gaines, 312-886-0139, email: [gaines.felicia@epa.gov](mailto:gaines.felicia@epa.gov) (TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, [pfeffer.keith@epa.gov](mailto:pfeffer.keith@epa.gov) (Contracting Officer)

John Krauss, 513-487-2148, [krauss.john@epa.gov](mailto:krauss.john@epa.gov) (Contract Specialist)



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
					12		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00001		See Block 16C					
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: W136							
Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
Cadmus Group LLC, The							
Attn: JOEL DEMASI						9B. DATED (SEE ITEM 11)	
100 5TH AVENUE							
SUITE 100							
WALTHAM MA 024518727				x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
						68HERC21D0006	
						68HERC23F0001	
						10B. DATED (SEE ITEM 13)	
						10/25/2022	
CODE		WSEZME8NNBA8		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) Unilateral - Mutual Agreement Between Both Parties					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
UEI: WSEZME8NNBA8							
TOCOR: Felicia Gaines Max Expire Date: 08/12/2023 InvoiceApprover: Felicia Gaines Alt							
Invoice App: Tracey Schuck							
The purpose of this modification is to change the end date of the task order Period of Performance from 04/28/2023 to 08/12/2023.							
This is a no-cost time extension only.							
Note: This modification is being issued unilaterally insofar that this no-cost extension has been mutually agreed upon by the Government and the Contractor via e-mail dated Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Keith Pfeffer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		03/21/2023	
Previous edition unusable				STANDARD FORM 30 (REV. 11/2016)		Prescribed by GSA FAR (48 CFR) 53.243	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0001/P00001	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3/7/2023.</p> <p>LIST OF CHANGES:</p> <p>Period Of Performance End Date changed from 28-APR-23 to 12-AUG-23</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>End Date changed from 28-APR-23 to 12-AUG-23</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 10/25/2022 to 08/12/2023</p>				

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
						1	2	
<b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 10/19/2022		2. CONTRACT NO. (If any) 68HERC21D0006		6. SHIP TO:				
3. ORDER NO. 68HERC23F0023		4. REQUISITION/REFERENCE NO. PR-OW-22-01086		a. NAME OF CONSIGNEE  Standards & Risk Management Div.				
5. ISSUING OFFICE (Address correspondence to) CAD  US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 4607M				
				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460	
7. TO: JOEL DEMASI				f. SHIP VIA				
a. NAME OF CONTRACTOR Cadmus Group LLC, The				8. TYPE OF ORDER  <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:    Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
b. COMPANY NAME								
c. STREET ADDRESS 100 5TH AVENUE  SUITE 100				<input checked="" type="checkbox"/> b. DELIVERY  Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
d. CITY WALTHAM		e. STATE MA	f. ZIP CODE 024518727					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Standards & Risk Management Div.				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						12. F.O.B. POINT		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/18/2023		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
<b>17. SCHEDULE (See reverse for Rejections)</b>								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	UEI: WSEZME8NNBA8  TOCOR: Curt Baranowski Max Expire Date: 10/18/2023 Invoice Approver: Curt Baranowski Alt Invoice App: Steve Fries  Continued ...							
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$0.00	17(h) TOTAL (Cont. pages) ▲
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						\$210,000.00	17(i) GRAND TOTAL ▲
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts							
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711			
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Keith Pfeffer TITLE: CONTRACTING/ORDERING OFFICER			

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
10/19/2022	68HERC21D0006	68HERC23F0023

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Accounting Info: 22-23-C-40CE-000B71XPB-2505-2240WSE022-001 BFY: 22 EFY: 23 Fund: C Budget Org: 40CE Program (PRC): 000B71XPB Budget (BOC): 2505 DCN - Line ID: 2240WSE022-001 Period of Performance: 10/19/2022 to 10/18/2023  Support for Technical Assistance and Climate-Water-Finance Nexus under Creating Resilient Water Utilities Initiative. Product/Service Code: R499					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## PERFORMANCE WORK STATEMENT

Contract: 68HERC21D0006

Task Order: 68HERC23F0023

**TITLE: Technical Assistance and Climate & Water Finance Nexus under Creating Resilient Water Utilities Initiative (CRWU II)**

**PERIOD OF PERFORMANCE: Date of Task Order Award through 12 months.**

**Task Order Contracting Officer's Representatives (TOCOR):**

**Alternate TOCOR:**

Steve Fries

Office of Ground Water and Drinking  
Water (OGWDW)

1200 Pennsylvania Avenue, NW (MC: 4608T)

Washington, DC 20460

202-564-7089

[fries.steve@epa.gov](mailto:fries.steve@epa.gov)

**TOCOR:**

Curt Baranowski

Office of Ground Water and Drinking  
Water (OGWDW)

1200 Pennsylvania Avenue, NW (MC: 4608T)

Washington, DC 20460

202-564-0636

[baranowski.curt@epa.gov](mailto:baranowski.curt@epa.gov)

### I. BACKGROUND AND PURPOSE:

**Background:** The U.S. Environmental Protection Agency (EPA or Agency) has established its Creating Resilient Water Utilities (CRWU) initiative to enable the water sector, which includes drinking water, wastewater, and storm water utilities, to identify, develop and implement infrastructure improvements and operational strategies that account for the risk associated with current and long-term weather patterns. CRWU recognizes that any comprehensive approach to utility resilience must include both adaptation and mitigation. It also seeks to engage a broad range of water sector stakeholders in developing a holistic approach under which these risks can be addressed at the utility level.

**Purpose:** The contractor shall support the priorities and requirements of the Water Infrastructure and Cyber Resilience Division (WICRD) as related to the CRWU initiative activities. The task order supports EPA's efforts to pursue activities related to the resilience of the Nation's water sector infrastructure to threats from various entities, including the associated challenge to the water sector's ability to fulfill its public health and environmental mission. Extreme weather events, sea-level rise, temperature changes, and shifting precipitation and runoff patterns, all have significant implications for sustainability of the Nation's water sector. The water sector will need to develop effective adaptation strategies to address potential impacts.

This task order supports the mission of WICRD as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WICRD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work

assignment contributes to the commitments made in EPA's *Strategic Plan: 2018 to 2022*, Goal 1 (A Cleaner, Healthier Environment), Objective 1.2 (Provide for Clean and Safe Water).

The intended audience for this project is drinking water, wastewater, and stormwater utilities, as well as other parties that support these utilities as they begin to understand and consider challenges, adaptation options, and financing for these options to build resilience and increase overall effective utility management.

Partners in CRWU-related coordination efforts include but are not limited to the following: Drinking Water and Wastewater Associations and Stakeholders; EPA program offices such as Office of Research and Development, and various other components of the Office of Water (e.g., Office of Wastewater Management, Drinking Water Protection Division, and Office of Wetlands, Oceans, and Watersheds); Federal Agencies; and EPA Regional offices

This work will be completed commensurate with Section 4: Outreach and Communication of the contract.

## **II. TASKS:**

The tasks below provide the contractor with a description of the expected deliverables and time frames. For schedule of deliverables see Section IV.

**All tasks and deliverables highlighted in yellow are to be considered optional and only to be started if provided Technical Direction by the TOCOR.**

### **Task 1. Monthly Progress Reports :**

Reports of Work, the Contractor shall provide electronic copies of the monthly progress and financial reports to the Contracting Officer, EPA Contract Level Contracting Officer Representative (CLCOR - previously titled Project Officer (PO)) and Task Order Contracting Officer Representative (TOCOR). Each progress report shall describe the work and expenditures for the same time period as the corresponding invoice. The reports shall list by task the amount of work completed and include a table of hours by personnel for each task. The reports also shall identify any problems or difficulties, lessons learned, Quality Assurance (QA)/Quality Control (QC) activities, and next steps.

Quality Assurance is an important component of EPA's work to assure that environmental information is appropriate for its intended use. This Task Order (TO) does not require the contractor to collect or obtain field samples or use secondary data.

The Contractor shall immediately notify the EPA TOCOR by telephone of any problems that may impede performance, impact QA-related activities, and any corrective actions needed to solve the problems. The Contractor shall also include this in the Monthly Technical and Cost Progress Reports.

**Deliverables:** The contractor shall provide monthly progress and financial reports and biweekly calls with the EPA.

### **Task 2. Individual Technical Assistance to Water Sector Utilities:**

In collaboration with EPA, the contractor shall provide technical assistance to conduct utility-oriented climate change risk assessments exercises using CRWU's Resilient Strategies Guide (RSG) or Climate Resilience Evaluation and Awareness Tool (CREAT). In this Option Year (OY) the contractor shall provide this technical assistance to twenty-five (25) individual water sector utilities. EPA and the contractor will work together to identify the appropriate water sector utilities that will receive this assistance and agree on which tool(s) or approach would be most appropriate for each participating system. To the best of its ability, the contractor shall ensure that technical assistance provider networks such as NRW and RCAP, as well as EPA Regional staff and states representatives are involved in the assessment process.

The technical assistance process requires the development of agendas and presentations, provision of logistical support for scheduling and facilitation of events. The site assessment portion of each assistance process will be held during an in-person visit, depending on local health guidance and travel policies for EPA and the contractor. For planning purposes, the contractor should assume the following for each individual exercise: three (3) webinars with participants, as well as travel for two (2) contractors for one (1) two-day onsite visit or, if held virtually, an additional part-day (3 hour) web meeting. The contractor shall provide a comprehensive report documenting the assistance process for the participating utility.

Deliverable: Documentation of assistance with compiled notes from all meetings and a summary report developed in collaboration with each participating utility/community. Brief project description and photo from each utility/community for posting stories to CRWU's Case Study map. Reporting should include metrics from meetings including attendance at the event. See deliverable schedule below for details.

### **Task 3. Regionalized Technical Assistance to Water Sector Utilities:**

In collaboration with EPA, the contractor shall provide technical assistance to conduct regionalized climate change risk assessment exercises using CRWU's RSG or CREAT. In this OY the contractor shall provide this technical assistance to ten (10) multi-stakeholder groups that include water sector utilities and their community partners. EPA and the contractor will work together to identify the appropriate utilities and partners should be part of the multi-stakeholder groups that will receive this assistance and agree on which tool(s) or approach would be most appropriate for each participating group. Overall, it is anticipated that up to thirty (30) water sector utilities, assuming three (3) utilities on average per assessment exercise, will receive assistance under this Task. To the best of its ability, the contractor shall ensure that technical assistance provider networks such as NRW and RCAP, as well as EPA Regional staff and states representatives are involved in the assessment process.

The technical assistance process requires the development of agendas and presentations, provision of logistical support for scheduling and facilitation of events. The site assessment portion of each assistance process will be held during an in-person visit, depending on local health guidance and travel policies for EPA and the contractor. For planning purposes, the contractor should assume the following for each multi-stakeholder group exercise: three (3) webinars with participants, as well as travel for two (2) contractors for one (1) two-day onsite visit or, if held virtually, an additional part-day (3 hour) web meeting. The contractor shall provide a brief memo documenting the process for the multi-stakeholder group.

Following the assistance process with each utility, the contractor shall support a one-day workshop for the multi-stakeholder group, inviting other local communities and partners. Each workshop will be held during a single in-person session, depending on local health guidance and travel policies for EPA and the contractor. If held virtually, or in the case where some participants need to attend virtually, the workshop will require web meeting platform hosting support with recording capabilities. Additional support for this workshop includes the provision of presentations on CRWU data and tools and presentations on past, locally relevant experiences of utilities working with CRWU.

For planning purposes, the contractor should assume the following for each workshop: up to ten (10) planning calls and a half-day event attended by up to fifty (50) participants. Assume that any in-person workshops will be held in the offices of a member of the multi-stakeholder group. Also assume travel for two (2) contractors for one (1) two-day trip for logistical, facilitation, and presentation support at each workshop. As requested by EPA, the contractor shall provide any recordings from these workshops to EPA for publication on EPA's Website.

Deliverable: Documentation of assistance with compiled notes from all meetings and a summary memo developed in collaboration with each participating utility. Brief project description and photo from each utility for posting stories CRWU's Case Study map. Reporting should include metrics from meetings including attendance at the event. For any virtual workshops, video files from workshops for deployment to EPA's Website. See deliverable schedule below for details.

#### **Task 4. Revisit and Update EPA's "Risks and Resilience: Integration of Climate Readiness into Credit Assessment for Drinking Water and Wastewater Utilities"**

The contractor shall complete the Working Group process, begun under Task Order 68HERC22F0015 of this contract, conducting a professionally facilitated collaborative process to re-engage with the water and financial sectors to continue discussions related to the intersection of water infrastructure development, climate change, and financial risk.

The goal of this working group process is to increase the mutual understanding of how water sector utilities and credit and insurance rate agencies can assess and manage climate risks. This process has taken place over a series of discussions that engaged participants on major topics



related to how the sectors perceive and manage risk of water availability shortages, infrastructure needs, damage from extreme events and other climate impacts, and declining water demand and rate structures. For each major topic, participants have discussed current exposure to potential risks, credit ratios that may be impacted, and strategies to effectively manage and communicate these risks. To date, this Working Group has held a sequence of five (5) virtual webinars (see Table 1) and a draft Framework for Sharing Information between the Sectors has been developed based on discussions and feedback from participants.

**Table 1. Working Group Progress to Date**

<b>Event</b>	<b>Brief Description</b>
Kickoff Meeting	Introductions, goals, and expectations
Discussion Session 1	Financial institutions' take on "best-in-class" water sector utility climate readiness and resilience practices and incorporating climate risks and readiness into financial assessments.
Discussion Session 2	The incorporation of climate readiness and resiliency into water sector utility capital planning processes.
Discussion Session 3	Best practices for marketing and disclosure of water sector utility climate readiness and resilience efforts to financial institutions and related benefits.
Discussion Session 4	Assessing climate impacts - Methods used by and resources available from financial institutions.

The contractor shall facilitate and support the logistics for an in-person meeting to culminate the Working Group process and inform development and publication of a Final Report. The draft framework and agenda with specific questions will be distributed in advance of the in-person meeting to help stimulate productive dialogue and discussion. Working group participants will be asked to provide feedback on draft documents, including the final report drafts following the meeting.

The final report should build on the current body of literature to establish what it means to be resilient to climate change in the water and financial sectors. More specifically, the synthesis document will:

- Explain the water sector-specific climate impacts including an assessment of potential exposure points and related credit ratios;
- Provide utility examples of resilience through adaptation (risk management activities)
- Connect strategies used by the financial sector to identify effective climate risk management by utilities with the strategies being used by the water sector; and
- Leverage any common risk terminology agreed upon during the collaborative process.

For planning purposes, the contractor should assume up to four (4) planning calls with project

partners to prepare for a two all-day in-person meeting. Assume the meeting will be attended by up to fifty (50) participants, with up to five (5) of these participants will need travel support as subject matter experts (SMEs). Also assume travel for four (4) contractors for a two-day trip for logistical and facilitation support at the in-person meeting.

**Deliverables:** Notes from each event held as part of the Working Group process. Final report summarizing discussions and findings from all meetings. Reporting should include metrics from meetings including attendance at the event. See deliverable schedule below for details.

### **Task 5. Outreach and Coordination with Water Sector Partners**

The contractor shall provide material and presentation support to facilitate and enhance EPA's CRWU efforts. Specific activities will be assigned through written technical direction by the EPA TOCOR in response to the EPA's support needs. EPA anticipates that materials would include conference presentations, reports and materials from previous technical assistance and workshops for use in meetings with water sector and government partners or presentations at conferences hosted by water sector associations and organizations focused on the science and policies around climate change and adaptation. For planning purposes, the contractor should assume five (5) requests for support where travel for one (1) contractor for a two-day trip would be necessary.

Deliverables: See deliverable schedule below for details.

### **III. GENERAL REQUIREMENTS OF THE TASK ORDER:**

Work conducted under this Task Order shall not duplicate work conducted under any other Task Order or Work Assignment under any other contract.

Confidential Business Information (CBI): For this Task Order, the contractor shall not be accessing any Confidential Business Information (CBI).

Identification as Contracting Staff: To avoid the perception that contractor personnel are EPA employees, the contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and prior to the start of any meeting. The contractor personnel are prohibited from acting as the Agency's official representative. When speaking with the public, the contractor shall refer all interpretations of policy to the TOCOR.

Quick Response: Under this TO, the contractor may be required to provide information for use by EPA for quick responses and analyses of options, issues, and policy decisions. Quick responses are those which require completion in one to five working days.

Travel: Under TO, the contractor may be required to conduct travel under Tasks 2, 3, 4, and 5 as follows:

**Table 2. Anticipated Travel by Task**

Task	Activity	Number of Trips
2	Site visits to utilities	15 site visits with 2 contractors
3	Site visits to utilities	5 site visits with 2 contractors
	Workshops for partners	5 workshops with 2 contractors for support
4	In-person meeting	4 contractors
	SME travel	5 SMEs
5	Conference presentations	5

**Deliverable Formatting:** All memos, draft comments, summaries and responses, and chapters are to be provided in electronic form using Word and/or Excel/Access, ArcGIS, or, in special cases another software program agreed to by the TOCOR. Memos are to be written in a manner which will make them easy to conform into draft chapters for the Final Report. For deliverables that are in Word or pdf versions of Word documents, that are intended to be shared with management or the public, the contractor shall use decimal align in all tables containing columns of numbers of varying digits, whether decimal places are reported or not. All final materials will be formatted to be compliant with Section 508 Amendment to the Rehabilitation Act of 1973.

#### **IV. SCHEDULE OF DELIVERABLES:**

Task	Deliverables	Due
1	Progress and financial reports	Monthly
	Calls with EPA	Bi-weekly, including weekly calls during periods of intense activity
2	Individual Water Sector Utility Technical Assistance documentation	Specific deadlines to be provided by Technical Direction; all deliverables to be completed by September 30, 2023
3	Regionalized Water Sector Utility Technical Assistance documentation	Specific deadlines to be provided by Technical Direction; all deliverables to be completed by September 30, 2023

	Workshop reports	
	Workshop event recordings	
4	SME travel support	Specific deadlines to be provided by Technical Direction; all deliverables to be completed by September 30, 2023
	Final report	
	Notes from meeting	

## **V. PERFORMANCE STANDARDS AND MEASURES:**

The following standards will be used to measure performance.

1. Quality of Products: All tasks are to be of superior quality. The quality of outputs will be measured against similar analyses and work already performed by EPA.
2. Schedule: All tasks are to be completed on, or ahead of schedule as measured against the acceptance criteria.
3. Ingenuity and Resourcefulness: New issues are addressed using innovative analyses. Ingenuity and resourcefulness will be measured by the ability to use innovative analyses to address new issues not previously identified.
4. Quality assurance: Adhere to Contract level QAPP.

## **VI. STATUS NOTIFICATION:**

The contractor shall notify the EPA PO and program office contact when 75% of the funds provided have been expended or when funding for less than 6 weeks work remains. The Contractor shall also notify the TOCOR when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

**SECTION B - Supplies or Services/Prices**

**B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION**

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of \$210,000.00 of the total price is presently available for payment and allotted to this item.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC23F0023**

**Period of Performance – Date of Award through twelve months**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$908,787.07</b>
<b>Initial Funding</b>	\$210,000.00
<b>Balance Unfunded</b>	<b>\$698,787.07</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this task order period shall be “From Date of Award through Twelve Months”, inclusive of all required reports.

**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Curt Baranowski, 202-566-0636, email: [baranowski.curt@epa.gov](mailto:baranowski.curt@epa.gov) (TOCOR)

Steve Fries, 202-566-7089, email: [fries.steve@epa.gov](mailto:fries.steve@epa.gov) (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, [pfeffer.keith@epa.gov](mailto:pfeffer.keith@epa.gov) (Contracting Officer)

John Krauss, 513-487-2148, [krauss.john@epa.gov](mailto:krauss.john@epa.gov) (Contract Specialist)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE See Block 16C		5. PROJECT NO. (If applicable)	
6. ISSUED BY CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Cadmus Group LLC, The Attn: JOEL DEMASI 100 5TH AVENUE SUITE 100 WALTHAM MA 024518727		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE WSEZME8NNBA8		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. 68HERC21D0006 68HERC23F0023	
				10B. DATED (SEE ITEM 13) 10/19/2022	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) UEI: WSEZME8NNBA8 TOCOR: Curt Baranowski Max Expire Date: 10/18/2023 InvoiceApprover: Curt Baranowski Alt Invoice App: Steve Fries The purpose of this corrective modification is to increase the time-and-materials ceiling value of Item 0001 FROM \$210,000.00 TO the actual, intended award amount of \$908,787.07. Specifically, Item 0001's "Total Amount" was incorrectly entered as \$210,000.00 (i.e., the incremental funding amount) with the base award on 10/19/2022, rather than the ceiling amount of \$908,787.07.					
LIST OF CHANGES: Total Amount for this Modification: \$698,787.07 Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			Keith Pfeffer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE	
				10/20/2022	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0023/P00001	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$210,000.00 to \$908,787.07</p> <p>Payment:</p> <p> RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (AA216-01)  109 TW Alexander Drive  www2.epa.gov/financial/contracts  Durham NC 27711 </p> <p>Period of Performance: 10/19/2022 to 10/18/2023</p>				



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
					12		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00002		See Block 16C		PR-OW-23-00241			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: W136							
Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(x)		9A. AMENDMENT OF SOLICITATION NO.		
Cadmus Group LLC, The							
Attn: JOEL DEMASI					9B. DATED (SEE ITEM 11)		
100 5TH AVENUE							
SUITE 100							
WALTHAM MA 024518727			x		10A. MODIFICATION OF CONTRACT/ORDER NO.		
					68HERC21D0006		
					68HERC23F0023		
					10B. DATED (SEE ITEM 13)		
					10/19/2022		
CODE		FACILITY CODE					
WSEZME8NNBA8							
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
Net Increase: \$200,000.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
X B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
UEI: WSEZME8NNBA8							
TOCOR: Curt Baranowski Max Expire Date: 10/18/2023 InvoiceApprover: Curt Baranowski Alt							
Invoice App: Steve Fries							
The purpose of this modification is to add incremental funding in the total							
Time-and-Materials amount of \$200,000.00 to Line Item 0001 (Base Year).							
See attached Funding Recap Sheet.							
LIST OF CHANGES:							
Obligated Amount for this Modification: \$200,000.00							
Incremental Funded Amount changed: from \$210,000.00 to \$410,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)				
			Angela Lower				
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				Angela Lower		12/29/2022	
(Signature of person authorized to sign)				(Signature of Contracting Officer)		ELECTRONIC SIGNATURE	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0023/P00002	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR

Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this Modification: \$200,000.00</p> <p>Incremental Funded Amount changed from \$210,000.00 to \$410,000.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 23-24-C-40CE-000B71-2505-2340WSE006-001</p> <p>Beginning FiscalYear 23</p> <p>Ending Fiscal Year 24</p> <p>Fund (Appropriation) C</p> <p>Budget Organization 40CE</p> <p>Program (PRC) 000B71</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 2340WSE006-001</p> <p>Quantity: 0</p> <p>Amount: \$200,000.00</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p><a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a></p> <p>Durham NC 27711</p> <p>Period of Performance: 10/19/2022 to 10/18/2023</p>				

## SECTION B - Supplies or Services/Prices

### B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of **\$410,000.00** of the total price is presently available for payment and allotted to this item.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC23F0023**

**Period of Performance – October 19, 2022 through October 18, 2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$908,787.07</b>
<b>Initial Funding</b>	\$210,000.00
<b>Incremental Funding (P00002)</b>	\$200,000.00
<b>Balance Unfunded</b>	<b>\$498,787.07</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this task order period shall be from October 19, 2023 through October 18, 2024, inclusive of all required reports.

**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Curt Baranowski, 202-566-0636, email: baranowski.curt@epa.gov (TOCOR)

Steve Fries, 202-566-7089, email: fries.steve@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

John Krauss, 513-487-2148, krauss.john@epa.gov (Contract Specialist)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
					12		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00003		See Block 16C		PR-OW-23-00401			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: W136							
Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
Cadmus Group LLC, The							
Attn: JOEL DEMASI						9B. DATED (SEE ITEM 11)	
100 5TH AVENUE							
SUITE 100							
WALTHAM MA 024518727				x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
						68HERC21D0006	
						68HERC23F0023	
						10B. DATED (SEE ITEM 13)	
						10/19/2022	
CODE		WSEZME8NNBA8		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
Net Increase: \$250,000.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
X B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
UEI: WSEZME8NNBA8							
TOCOR: Curt Baranowski Max Expire Date: 10/18/2023 Invoice Approver: Curt Baranowski Alt							
Invoice App: Steve Fries							
The purpose of this modification is to add incremental funding in the total Time-and-Materials amount of \$250,000.00 to Line Item 0001.							
See the attached funding recap sheet.							
LIST OF CHANGES:							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Keith Pfeffer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		02/23/2023	
Previous edition unusable				(Signature of Contracting Officer)			

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0023/P00003	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: \$250,000.00</p> <p>New Total Obligated Amount for this Award: \$660,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this Modification: \$250,000.00 Incremental Funded Amount changed from \$410,000.00 to \$660,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 23-24-C-40CD-000B71XPB-2505-2340WSE009-001 Beginning FiscalYear 23 Ending Fiscal Year 24 Fund (Appropriation) C Budget Organization 40CD Program (PRC) 000B71XPB Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2340WSE009-001 Quantity: 0 Amount: \$250,000.00</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 10/19/2022 to 10/18/2023</p>				

## SECTION B - Supplies or Services/Prices

### B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of **\$660,000.00** of the total price is presently available for payment and allotted to this item.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC23F0023**

**Period of Performance – October 19, 2022 through October 18, 2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$908,787.07</b>
<b>Initial Funding</b>	\$210,000.00
<b>Incremental Funding (P00002)</b>	\$200,000.00
<b>Incremental Funding (P00003)</b>	\$250,000.00
<b>Balance Unfunded</b>	<b>\$248,787.07</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this task order period shall be from October 19, 2022 through October 18, 2023, inclusive of all required reports.

**SECTION G - Contract Administration Data**

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Curt Baranowski, 202-566-0636, email: baranowski.curt@epa.gov (TOCOR)

Steve Fries, 202-566-7089, email: fries.steve@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

John Krauss, 513-487-2148, krauss.john@epa.gov (Contract Specialist)



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00004		See Block 16C		PR-OW-23-00466			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
Cadmus Group LLC, The Attn: JOEL DEMASI 100 5TH AVENUE SUITE 100 WALTHAM MA 024518727							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				68HERC21D0006			
				68HERC23F0023			
				10B. DATED (SEE ITEM 13)			
				10/19/2022			
CODE		WSEZME8NNBA8		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$25,864.42	
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
UEI: WSEZME8NNBA8 TOCOR: Curt Baranowski Max Expire Date: 10/18/2023 Invoice Approver: Curt Baranowski Alt Invoice App: Steve Fries The purpose of this modification is to add incremental funding in the total Time-and-Materials amount of \$25,864.42 to Line Item 0001 (Base Year). See attached Funding Recap Sheet.							
LIST OF CHANGES:							
Obligated Amount for this Modification: \$25,864.42							
Incremental Funded Amount changed: from \$660,000.00 to \$685,864.42							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				John Krauss			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 04/04/2023	
(Signature of person authorized to sign)							

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0023/P00004	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR

Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this Modification: \$25,864.42</p> <p>Incremental Funded Amount changed from \$660,000.00 to \$685,864.42</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>22-23-C-40CD-000B71XPB-2505-2340WSE019-001</p> <p>Beginning FiscalYear 22</p> <p>Ending Fiscal Year 23</p> <p>Fund (Appropriation) C</p> <p>Budget Organization 40CD</p> <p>Program (PRC) 000B71XPB</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 2340WSE019-001</p> <p>Quantity: 0</p> <p>Amount: \$25,864.42</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p><a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a></p> <p>Durham NC 27711</p> <p>Period of Performance: 10/19/2022 to 10/18/2023</p>				

## **SECTION B - Supplies or Services/Prices**

### **B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is severable and may be incrementally funded. For this item, the sum of **\$685,864.42** of the total price is presently available for payment and allotted to this item.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

**RECAPITULATION OF FUNDING TO DATE**  
**CONTRACT NO. 68HERC21D0006**  
**TASK ORDER NO. 68HERC23F0023**

**Period of Performance – October 19, 2022 through October 18, 2023**

<b>FUNDING ACTION</b>	<b>FUNDING</b>
<b>Total Line 0001 Amount</b>	<b>\$908,787.07</b>
<b>Initial Funding</b>	\$210,000.00
<b>Incremental Funding (P00002)</b>	\$200,000.00
<b>Incremental Funding (P00003)</b>	\$250,000.00
<b>Incremental Funding (P00004)</b>	\$25,864.42
<b>Balance Unfunded</b>	<b>\$222,922.65</b>

**SECTION F - Deliveries or Performance**

**F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this task order period shall be from October 19, 2022 through October 18, 2023, inclusive of all required reports.

**SECTION G - Contract Administration Data**

**G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Curt Baranowski, 202-566-0636, email: [baranowski.curt@epa.gov](mailto:baranowski.curt@epa.gov) (TOCOR)

Steve Fries, 202-566-7089, email: [fries.steve@epa.gov](mailto:fries.steve@epa.gov) (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, [pfeffer.keith@epa.gov](mailto:pfeffer.keith@epa.gov) (Contracting Officer)

John Krauss, 513-487-2148, [krauss.john@epa.gov](mailto:krauss.john@epa.gov) (Contract Specialist)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00005		See Block 16C		PR-OW-23-00672			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
Cadmus Group LLC, The Attn: JOEL DEMASI 100 5TH AVENUE SUITE 100 WALTHAM MA 024518727				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. 68HERC21D0006 68HERC23F0023			
				10B. DATED (SEE ITEM 13) 10/19/2022			
CODE WSEZME8NNBA8		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$175,000.00	
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
UEI: WSEZME8NNBA8 Max Expire Date: 10/18/2023 The purpose of this modification is to add incremental funding in the total Time-and-Materials amount of \$175,000.00 to Line Item 0001 (Base Year). See attached Funding Recap Sheet.							
LIST OF CHANGES:							
Obligated Amount for this Modification: \$175,000.00 New Total Obligated Amount for this Award: \$860,864.42 Incremental Funded Amount changed: from \$685,864.42 to \$860,864.42 Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				John Krauss			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 05/26/2023	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERC21D0006/68HERC23F0023/P00005	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR

Cadmus Group LLC, The

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this Modification: \$175,000.00</p> <p>Incremental Funded Amount changed from \$685,864.42 to \$860,864.42</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 23-24-C-40CD-000B71-2505-2340WSE022-001</p> <p>Beginning FiscalYear 23</p> <p>Ending Fiscal Year 24</p> <p>Fund (Appropriation) C</p> <p>Budget Organization 40CD</p> <p>Program (PRC) 000B71</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 2340WSE022-001</p> <p>Quantity: 0</p> <p>Amount: \$175,000.00</p> <p>Discount Terms: NET30</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Period of Performance: 10/19/2022 to 10/18/2023</p>				

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**TASK ORDER NO. 68HERC23F0023**

**Period of Performance – October 19, 2022 through October 18, 2023**

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<b>Incremental Funding (P00004)</b>	\$25,864.42
<b>Incremental Funding (P00005)</b>	\$175,000.00
<b>Balance Unfunded</b>	<b>\$47,922.65</b>

**SECTION F - Deliveries or Performance**

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

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**SECTION G - Contract Administration Data**

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Curt Baranowski, 202-566-0636, email: [baranowski.curt@epa.gov](mailto:baranowski.curt@epa.gov) (TOCOR)

Steve Fries, 202-566-7089, email: [fries.steve@epa.gov](mailto:fries.steve@epa.gov) (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:



68HERC23F0023

Keith Pfeffer, 513-487-2034, [pfeffer.keith@epa.gov](mailto:pfeffer.keith@epa.gov)

(Contracting Officer)

John Krauss, 513-487-2148, [krauss.john@epa.gov](mailto:krauss.john@epa.gov)

(Contract Specialist)